

JOB ANNOUNCEMENT VACANCY #03-FI-OBP-0023

Agency:	Office of Budget and Planning (OBP)
Division/Unit:	
Position:	Financial Systems Manager
Grade/Step:	MSS – 505-14/1-10
Salary Range:	\$71,787 - \$93,666
Area of Consideration:	Unlimited
Opening Date:	July 17, 2003 (1 st Screening – July 30, 2003)
Closing Date:	August 27, 2003
Number of Vacancies:	One (1)

Brief Description of Duties - The incumbent performs duties that include financial, accounting and systems analysis of agency budgets. Must possess knowledge specific to financial data analysis and state-of-the-art automation of budget formulation and execution processes and procedures. Demonstrate the ability to track financial liabilities, actual spending, along with other budgetary activities. Strengthen and automate the budget execution function, automate the budget formulation process, conduct customized financial analysis of budgetary issues, perform oversight management of SOAR, development and implementation of CFO Source, provide leadership and supervision of the Financial Systems Branch staff and provide accurate budget projections and compare them to year-end actuals.

Must have a minimum of one year or more of specialized experience at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information and Materials – Interested and qualified applicants **must** send a completed DC 2000 (www.dcop.dc.gov - Forms and Applications) with resume and salary history. **Application and Supporting Information MUST reach this office by the closing date. FAILURE TO INCLUDE REQUESTED INFORMATION WILL ELIMINATE YOU FROM CONSIDERATION.**

Office of the Chief Financial Officer
Office of Management and Administration – Recruitment Division
941 North Capitol Street, N.E. – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., (“the Act”) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.